



ATTENDANCE POLICY
INCLUDING APPENDIX
DURING THE
CORONAVIRUS (COVID-19)
PANDEMIC

Endeavour Learning Trust

1. INTRODUCTION

Scope

This policy applies to all secondary schools within the Endeavour Learning Trust (ELT) family of schools.

Throughout this document the term Headteacher is used, but may be, for some schools, replaced with the term Executive Headteacher or their designated representative (usually a Head of School).

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Whole School Policy for Safeguarding & Child Protection
- Rewards and Behaviour Policy

2. IMPORTANCE OF MAINTAINING EXCELLENT ATTENDANCE

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome.

Parents and students play a part in making our Trust so successful. Every child has a right to access the education to which they are entitled.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital all children attend school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at

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school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

All research shows that students who attend well, are more likely to achieve, there is a direct link between under-achievement and absences below 95%. Each hour in school is a valuable learning experience that cannot be recovered.

Descriptor	Attendance	Equals absent days	Learning hours lost
Excellent	100%	0 days	0 hours
	99%	2 days	10 hours
Good	98%	4 days	20 hours
	97%	6 days	30 hours
	96%	7.5 days	37.5 hours
Satisfactory	95%	9.5 days	47.5 hours
Cause for Concern (At risk of legal intervention being implemented)	94%	11 days	55 hours
	91%	18 days	90 hours
Unsatisfactory (At risk of legal intervention being implemented)	90%-87%	19 days 25 days	95 hours 125 hours
Serious Cause for Concern (At risk of a referral being made to LCC for prosecution for non-attendance at school)	86% or below	27 days	135 hours

We are committed to providing the highest quality education possible for all of our students by building a healthy learning community in which students can develop potential. This policy sets out how we can support and encourage high levels of attendance for our school community.

School Start and Finish Times

School	Start	Finish
Burscough Priory Academy	8.45am	3.15pm
Tarleton Academy	8.45am	3.15pm
Wellfield High School	8.40am	3.00pm

3. ROLES AND RESPONSIBILITIES FOR ALL IN OUR COMMUNITY

Parents

Ensuring your child has regular attendance at school is a parent's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law and may result in prosecution. A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

- You are responsible for ensuring your child has a healthy routine which allows them to have sufficient rest to attend school on time and ready to engage in maximum learning.
- You are required to make contact with school before 9:00am to report if your child is unable to attend school, provide a reason and maintain regular contact for continuous absences.
- Ensure your child is prepared for learning by arriving to school on time, in full school uniform and with required equipment i.e. stationery, Chromebook, PE kit.
- Support regular attendance by requesting medical appointments are made outside of school hours. If this is not possible an appointment card must be provided.
- Contact the Attendance Officer and work closely with the Attendance team to deal with any issues or concerns that may affect attendance at school.
- Attend meetings with school if required to discuss attendance concerns.
- Provide medical confirmation to support an absence of illness, when requested and for all absences exceeding 3 days.
- Support your child's attendance by not taking holidays during term time. Holidays taken during term time will **NOT** be authorised, and such absences will be referred to the Local Authority for a Penalty Notice to be issued. This could result in both parents being issued with a fine.
- If leave from school during term time is unavoidable due to exceptional circumstances parents must submit their request in writing at least 4 weeks prior to the expected leave in order for it to be considered.
- A Leave of Absence request form must be completed prior to any leave of absence from school and submitted with supporting evidence. These are available and can be downloaded from the school website.
- If required, parents are requested to engage and participate in Parenting Contracts, Common Assessment Framework and accept early intervention strategies offered. Also cooperate with support and interventions offered by school or other agencies.

Students

- Students are better prepared for learning when regular routines are in place, i.e. bedtimes and limited use of game consoles and mobile phones.
- Attend every day unless they are ill or have an authorised absence.
- Arrive before the school day starts, ready to be engaged at the start of the school day.
- Attend all their registrations and lessons on time.

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- Be aware that full attendance at school provides them with optimum learning opportunities which will increase their career opportunities in the future.
- Speak to parents/teachers for support if issues arise preventing them from attending regularly and on time.
- Be aware of school Behaviour Policy relating to detentions and further sanctions for persistent lateness.
- Cooperate and participate in interventions and support offered by school or other agencies.

Headteacher

- Raise the profile and reward good attendance and punctuality across the school.
- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Set aspirational targets for improving the school's attendance figures.
- Ensure the Policy is implemented by the whole school community.
- Consider each request for leave of absence for exceptional circumstances against the school's criteria, decide whether some or all of the leave will be authorised.

Local Academy Council/Trustees/Governing Body

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Adopt the whole-school policy and review regularly.
- Monitor the consistent implementation of the Attendance Policy.
- Set aspirational targets for improving the school's attendance figures.

Trust Lead for Attendance

- Strategic leadership of attendance. Formulate and promote the Attendance Policy throughout the Trust.
- Take the lead in ensuring attendance has a high profile within the school. Prepare and deliver attendance reports for SLT and the Executive Leadership Team.
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance.
- Prepare written reports analysing attendance and punctuality. Promote good attendance and punctuality to staff and students in line with the school policy.
- Liaise with DfE and Secondary Strategy consultants, provide termly data returns to support wider data analysis.
- Monitor tracking systems to analyse student groups and ensure students of concern are receiving appropriate levels of support.
- Use data to compare academic success with attendance.
- Consider each request for leave of absence for exceptional circumstances against the school's criteria to present for authorisation and a decision whether some or all, of the leave will be authorised.

Tutors

- Ensure registers are accurately marked during tutor period and return all paper registers to the Attendance Officer
- Amend the register on SIMS (or inform the Attendance Officer) if a student arrives late to tutor.
- Promote and discuss the importance of maintaining excellent attendance and punctuality with all students.
- Track attendance and punctuality of students within their own group. Record achievement points for students with 100% termly attendance and punctuality.
- Discuss instances of inappropriate absence with the student and alert the Attendance Officer for intervention and support.
- Alert House Progress Lead or Attendance Officer of any persistent attendance or punctuality concerns or support requested.

Teaching Staff

- Complete registers accurately using Schools Information Management System (SIMS) or return paper register to the attendance officer, during the first 10 minutes of the lesson in line with the recommendations of the school safeguarding policy.
- Follow up suspected truancy by reporting to the Pastoral team.
- When possible, provide appropriate work for students to complete in Personal Development Center (PDC) due to them being unable to access lessons.
- Provide a welcoming atmosphere for children and a safe learning environment.
- To be aware of factors that can contribute to non-attendance.
- To regard student's attendance as the responsibility of all school staff and include when issuing subject rewards and prizes.
- Participate in training regarding school systems and procedures if and when required.

House Progress Lead

- Oversee, report and monitor attendance and punctuality for their House groups (including the monitoring of relevant sub-groups), on a regular basis, setting targets for improvements as appropriate.
- Use weekly data to monitor and track the performance of individual tutor groups.
- Liaise with tutors and highlight concerns that require action.
- Ensure attendance is a regular agenda item at Pastoral meetings including agreeing the rewards process.
- Liaise with the Attendance Officer to implement intervention for information raised from staff concerning student absences or habitual lateness.
- Liaise with the Pastoral team to inform parents of any students whose attendance and/or punctuality are a cause for concern by following the school's attendance and monitoring procedure.
- Intervene early to arrange and attend meetings with parents and relevant staff where there are attendance issues (e.g. subject truancy).
- Lead on promoting the importance of excellent attendance through assemblies and building a whole ethos of excellence.

Attendance Officer

- Work under the leadership of the Trust Lead for Attendance.
- Ensure that all registers are recorded in line with legal requirement and school Safeguarding policy.
- Implement school Attendance Policy in conjunction with the Trust Lead for Attendance.
- Monitor the administration of SIMS registrations, input registers provided by teaching staff. Report anomalies to Headteacher/Director of Student Services.
- Follow the absence procedure by:
 - Running SIMS students absent list.
 - Contacting parent/carers to establish a reason for absence.
 - Liaising with Line Manger to discuss home visit requirements
 - Posting a letter to parents requesting they provide a reason for absence.
- Ensure all unexplained absence codes are followed up and amended to authorised or unauthorised with two weeks of absence.
- Promote attendance throughout the school offering support to Tutors and House Progress Leads.
- Generate reports to monitor and track data for all students, implementing systems to detect methods for early intervention.
- Provide weekly reports to House Progress Leads/Headteacher and Director of Student Services to support with student intervention and whole school reward system.
- Analyse attendance data, break down priority cohorts for additional intervention.
- Liaise with parents to provide support to encourage excellent attendance for students with attendance below school target via telephone communication, home visits and in school meetings.
- Further support parents by implementing a referral to Family Support Worker and external agencies as and when required.
- Support students returning to school following extended absences.
- Collate and return Persistent Absence data to Lancashire County Council.
- Submit relevant documentation to Lancashire County Council to advice of students change to registration for, Children Missing Education and those opted for Elective Home Education.
- Refer to the Trust Lead for Attendance to request further support and guidance on the cases that are to be considered for legal intervention.

4. UNDERSTANDING TYPES OF ABSENCE

Every half day is equal to 1 session absence from school has to be classified by the school either as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised

Authorised absences are mornings or afternoons away from school for a legitimate reason such as:

- **Medical / dental appointments** which unavoidably fall in school time - *parents are advised where possible to make medical and dental appointments outside of the school day.* Where this is not possible, students should attend school for part of the day. Parents should show the appointment card to school.
- **Illness** in the case of a 'one-off' absence, a note from the parent informing the school that their son/daughter is ill will usually be acceptable. The school reserves the right to question the validity of this if they have good reason to do so. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. For absences exceeding three days, medical confirmation may be requested.
- **Exceptional circumstances.** Reasons given by parents will be considered carefully. However, the student absence may or may not be authorised. For absences exceeding three days, medical confirmation may be requested to prevent the absences being coded as unauthorised.

Unauthorised

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings.

The type of absences which may not be authorised include:

- Parents allowing their child to be absent from school unnecessarily e.g. minor illness, tiredness.
- Truancy before or during the school day.
- Unexplained absences – no reason provided.
- Shopping, looking after other siblings or birthdays.
- Leave of absence during term time for day trips or holidays.
- Students who arrive at school after the register has closed.
- Absences which coincide with important curriculum events (e.g. PSHCE days) for which a satisfactory explanation has not been provided.

Any outstanding or unexplained absence will remain unauthorised if the school has not received an acceptable explanation within two weeks of the absence.

The following codes will be used for unauthorised absence:

- N** No reason yet provided for absence. This will become unauthorised if a reason is not provided. (This code must be altered within two weeks to authorise or unauthorised)
- O** Unauthorised absence
- U** Late (**after** the register closes)

Parents should be aware that the decision whether to authorise an absence or not rests with the school. Hence, if there is any ambiguity relating to an absence, school may request further

evidence from parents before a decision is made to authorise the absence. This may be in the form of a prescription, an appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school, causing a pattern of non-attendance. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend school it is better for a parent to contact the school to enable both to work together to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home.

Persistent Absenteeism (PA)

If a student misses 10% or more schooling across the school year, whether authorised or unauthorised, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in their learning. Absence at this level is doing considerable damage to any student's educational prospects and we need parents' full support and co-operation to tackle this and support improvement. We monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

According to DfE (Department for Education) guidance (March 2013); If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the local authority. In addition, Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996). This will initially result in a **Penalty Notice Fine**. This will be issued to both parents and step-parents, even if one of the parents does not live with the student. Each parent will be issued with a £60 fine and will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority.

Failure to pay the Penalty Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500 or three months in prison. **There is no right of appeal by parents against the penalty notice.**

We monitor all absence thoroughly, therefore any student whose attendance indicates they are likely to reach the PA threshold will be given priority consideration, and parents will be informed of this immediately, invited to attend a meeting in school to discuss the reasons for the absences and agree an action plan. This could also include individual incentive programmes, parenting contracts and/or a referral for legal intervention. All PA cases are also automatically made known to the Local Authority.

When a student does not attend school, we will respond in the following manner:

- If no contact is received to report a reason for the student’s absence, the Attendance Officer will attempt to make contact via telephone or e-mail. We will attempt to contact all persons listed on our data system.
- In the event of no response being received for their absence, a letter of concern will be sent home. If no response is received within 5 days of the date of the letter, the absence will be recorded as unauthorised.
- In addition to the attempts made from school, home visits are also regularly conducted if school feels necessary.
- If attendance is a cause for concern, we may invite parents to attend a meeting at school to discuss the situation.

There are times when we need to contact parents, to keep them informed of school business or if a child is injured or ill. Therefore, it is important that we are updated with contact numbers at all times. Parents are responsible for providing updated contact numbers as and when necessary.

Lateness

It is the expectation that all students will arrive to school on time and be prepared for learning. This expectation continues throughout the school day when arriving to lessons. Poor punctuality is not acceptable at any point of the day. Arriving late to lessons could result in vital information being missed for the lesson/day ahead. It could also have a detrimental effect on the student’s well-being due to the embarrassment of disturbing the class , this could result in future refusal/reluctance to attend school. (Being 10 minutes late every day throughout the academic year is the equivalent of missing two weeks of school).

How we Manage Lateness

School	Start	Finish	
Burscough Priory Academy	8.45am	3.15pm	
Tarleton Academy	8.45am	3.15pm	
Wellfield High School	8.40am	3.00pm	

The school day begins as per the table above and we expect all students to be in school and moving to their lesson at this time. Registers are marked at the beginning of the lesson, if a student is not present in the lesson at this time they will receive a late mark. At 9.30am the registers will be closed. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will not count as a ‘present mark’ and it will mean they have an unauthorised absence. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a ‘present mark’ and it will mean they have an unauthorised absence. If a pattern emerges parents will be invited to meet with the Attendance team, alternatively parents can approach us at any time if they are having problems getting their

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child to school on time. All lateness is recorded daily. This information will be required by the Court, should a prosecution for non-attendance or lateness be necessary.

Students who arrive after the start of school must register with the Attendance Officer. A sanction will be issued for lateness.

1 st day late	Break time detention
2 nd day late	Lunch time detention
3 rd day late	After school detention

Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action. Parents of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents will be invited to attend the school and discuss the problem where support may be offered. If support is not appropriate or is refused and a child has 10 or more sessions of unauthorised absence due to lateness or unauthorised absences, then a request will be submitted to Lancashire County Council to issue parents with a Penalty Notice.

Safeguarding

The school reserves the right to invite parents into school to discuss any attendance issues that raise potential safeguarding concerns. In addition, if the school suspects that a student may be at potential risk as a result of their absence from school the safeguarding team reserve the right to refer these concerns to the appropriate external agencies, i.e. – social care, police. The school will inform parents / carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern and a referral may be made without informing the parent / carer.

Children Missing from Education

The school recognises that when a child goes missing from school, it could result in a 'child being at risk' therefore, under section 436A of the Education Act 1996 we have a legal duty of care to make arrangements to identify, as far as it is possible to do so, the whereabouts of children missing education. We will make 'reasonable' enquiries into the location of the student with continuous unauthorised absence or for those who fail to return from leave of absence granted during term time.

The school reserves the right to contact relevant agencies to seek advice (Children's Social Care, police, sibling's school, parent place of employment and other family members) if any child is absent from school for more than five days without confirmation from parents. Every attempt will be made to communicate with parents to ensure the child is safe. A referral will be made to the 'Children Missing Education Team' if our attempts are unsuccessful.

Leave During Term Time

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In line with national changes in 2013 which removed the authority from a Headteacher to authorise leave during term time for the purpose of a holiday, we will not authorise any term time leave of absences for holidays. All requests will be considered on an individual basis without bias on receipt of a leave of absence request form (these can be located the school website). If the request is to be considered as an exceptional circumstance, this Leave Request Form must be accompanied with written documentation evidencing the reason for the request, this must be submitted at least four weeks prior to the leave date. Parents may be asked to attend a panel meeting to discuss the circumstances.

The Government has not defined the 'exceptional circumstances' and therefore it is for each Headteacher to decide what they view as an exceptional circumstance. The DfE's advice says schools should consider each request individually taking into account the specific facts and circumstances and relevant background context behind the request. DfE guidance says the fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short.

It is important that you understand that leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. We strongly urge parents to avoid booking holidays during term time. If unauthorised leave is taken a request will be made for a Penalty Notice to be issued.

A request will be made to the Local Authority for the issue of a Penalty Notice to parent/carer who fail to ensure their child attends school. Fixed Penalty Notices are £60 if paid within 21 days otherwise rising to £120 if paid after the 21 days but within 28 days. Parents can be prosecuted if payment is not received within 28 days.

Fixed Penalty Notice

We believe that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities and should be avoided. Reducing absence from school is a key priority, both nationally and locally. Missing school limits a child's access to learning and long term, will adversely affect their attainment levels. A 'knock-on' effect of this disruption to school routines is that a pupil may be left vulnerable to anti-social behaviour and youth crime.

Under existing legislation, parents/carers commit an offence if their son/daughter fails to attend school regularly, and the absences are classed as unauthorised. Such cases may result in a prosecution under Section 444 of the Education Act, 1996.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a legal duty to ensure their child attends school. In line with the national target we expect all our students to achieve a minimum of 98% attendance. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible. The use of legal intervention is used across the county to ensure parents adhere to their legal responsibilities to provide their child with a full time

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education. It is our intention to work closely with our pupils and their families to prevent legal action being requested.

We operate a very successful and supportive pastoral service with an open door policy, which means that if a parent/carer requires support with attendance/punctuality or would like to discuss the consequences of leave of absences during term time a member of our team would be available.

5. POLICY REVIEW

This policy is reviewed by the Executive Headteacher, the Local Academy Councils and the Governing Body.

Signed by:			
Mrs L Gwinnett	Trust Leader/ CEO	Date:	February 2021
Mrs H Dicker	Chair of Trustees		

Appendix A - COVID-19 ADDENDUM TO ATTENDANCE POLICY

AIMS AND SCOPE

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to COVID-19

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal ELT Attendance Policy and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

Guidance and Definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the local authority.

Further guidance and definitions can be found in the DfE's '[Actions for schools during the COVID-19 outbreak](#)'

ATTENDANCE EXPECTATIONS

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line our normal attendance policy
- They cannot attend school due to specific circumstances related to COVID-19

Where 'non-attendance in relation to COVID-19 applies

We will only accept 'non-attendance in relation to COVID-19 in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of COVID-19 or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of COVID-19

a) Student develops symptoms or lives with someone who does

- The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their COVID-19 test results.
- **If the student's test result is negative:** the student will return to school when they feel well and no longer have symptoms similar to COVID-19. They should continue to stay at home if they remain unwell (i.e. with a different illness).
- **If the person the student lives with tests negative:** the student will stop self-isolating and return to school.

b) Student or a 'close contact' of theirs receives a positive test result

- The student's parent/carer must notify the school about the positive test result as soon as possible.
- Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).
- If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.

c) Student has to quarantine after travel abroad

- The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).
- The student must quarantine for 10 days on their arrival to the UK and return to school thereafter.

d) Student is required to shield during a local lockdown

- The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter.
- The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school.

REMOTE LEARNING PROVISION

If a student is not attending school because of circumstances related to COVID-19, but where the student is not ill, the school will provide the student access to remote education.

RECORDING ATTENDANCE

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity

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- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in our normal attendance policy)
- Unable to attend for reasons related to COVID-19 (see below for the relevant absence codes and when we will use them)

Students must arrive in school at their designated time slot on each school day.

FOLLOWING UP ABSENCE

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carers are concerned about returning to school because of COVID-19, we will take steps to encourage attendance, for example:

- Arrange a phone call/video meeting/in-school appointment between the parent/carers and a member of the SLT to explain the protective measures the school is taking to keep students safe

LEGAL SANCTIONS

Normal rules on legal sanctions apply.

MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the LA or Department for Education is updated.

STUDENT ABSENCE CODES

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Student remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Student has to continue to self-isolate because they tested positive

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X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student has to quarantine (for 10 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student is required to shield in the case of a local lockdown
X	Not attending in circumstances relating to COVID-19 (COVID-19)	Student is asked not to attend in the case of local lockdown